Attachment A6-D-3

SAMPLE MESSAGE FORMAT
MISHAP REPORT (MR)
REPORT SYMBOL OPNAV 5102-6

Use the format and content below to report all reportable mishaps not investigated by an MIB. Submit as much information as is available. Submit supplementary reports as necessary to supply the missing information, when it becomes available. The MR contains privileged information but shall not include the sources of any information.

IF THE REQUESTED DATA DOES NOT APPLY, IS NOT RELEVANT TO THE MISHAP, OR IS UNKNOWN, INSERT "NOT APPLICABLE" - "N/A" - or "UNKNOWN" - "UNK," AS APPROPRIATE.

(Precedence - normally ROUTINE)

FM REPORTING ACTIVITY
TO COMNAVSAFECEN NORFOLK VA//30/50/054//
COMNAVSEASYSCOM WASHINGTON DC//PMS377// (LCAC ONLY)
INFO As desired, directed, or requested by higher authority
NAVSURFWARCEN COASTALSTA PANAMA CITY FL//33// (LCAC ONLY)
AIG ONE THREE EIGHT SIX ZERO (LCAC ONLY)
CNO WASHINGTON DC//N86D/N866D// (LCAC ONLY)

UNCLAS //N05102//

MSGID/GENADMIN/MSG ORIG/SER NO./MONTH//

SUBJ/AFLOAT MISHAP REPORT (MR) (REPORT SYMBOL OPNAV 5102-6)//

REF/(If follow-up message, refer to original message.)//
USE GENADMIN FORMAT PROCEDURES.

NARR/THIS REPORT IS FOR OFFICIAL USE ONLY. THIS IS A PRIVILEGED, CONTROLLED DISTRIBUTION, SAFETY MISHAP INVESTIGATION REPORT. UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT BY MILITARY PERSONNEL IS A CRIMINAL OFFENSE PUNISHABLE UNDER ARTICLE 92, UNIFORM CODE OF MILITARY JUSTICE. UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT BY CIVILIAN PERSONNEL WILL SUBJECT THEM TO DISCIPLINARY ACTION UNDER CIVILIAN PERSONNEL INSTRUCTION 752. SEE CHAPTER A6 OF OPNAVINST 5100.19C FOR RESTRICTIONS.//

POC/NAME/RANK/PRIMARY PHONE/PRIMARY FREQ/LOCATION/SECONDARY PHONE/SECONDARY FREQ//

RMKS/ALPHA:

1. UICs OF MISHAP COMMANDs

2. HULL NUMBER/SIDE NUMBER

3. TYPE OF MISHAP (For example, flooding, fire, injury, electric shock, collision, grounding, explosion, back injury, chemical or toxic exposure, or equipment damage.)

4. LOCAL TIME AND DATE OF MISHAP

5. GEOGRAPHIC LOCATION (Latitude/Longitude or port. If classified, give general area.)

6. WEATHER CONDITIONS (For example, temperature, relative humidity, visibility, lighting, ventilation, air quality, wind speed, sea state, current, tide, wind direction, precipitation, lightning, ducting, hurricane, and other.)

7. LOCATION WHERE MISHAP OCCURRED (Give workcenter or description of the location. For example, torpedo room; main deck, compartment number, side and frame number, mess decks, flight deck, or 76mm gun magazine.)

8. SHIP'S OR CRAFT'S EVOLUTION AT THE TIME OF MISHAP (For example, underway replenishment, mooring, or on-cushion approach to beach.)

9. SEA STATE AND DIRECTION

10. SHIP'S EMPLOYMENT (For example, type training (TYT), refit, independent steaming exercises (ISE), maintenance availability, underway, anchored, submerged, or dry-docked.)

11. PAYLOAD (For example, type cargo and load weight) (LCAC ONLY)

12. RISK ASSESSMENT CODE (RAC) (Optional)

BRAVO:

1. EQUIPMENT OR CRAFT DAMAGED OR DESTROYED BY THE MISHAP (Include EIC, TEC, FGC (functional group code), or NSN (if applicable); describe damage.)

2. ESTIMATED COST TO REPAIR OR REPLACE DOD PROPERTY (Provide the total dollar value and UIC and name of command having custody of property (if different from reporting activity). The cost includes $16 for each hour of labor plus the cost of material and equipment.)

3. ESTIMATED COST OF NON-DOD PROPERTY DAMAGE

4. NUMBER OF SCHEDULED OPERATING DAYS LOST

CHARLIE:

1. NAME/SSN/AGE/SEX/RACE (Repeat items 1 through 8 if the mishap involves reportable injuries to more than one person.

2. RANK and DESIGNATOR or RATE and NEC, JOB AND EMPLOYMENT STATUS (Examples of employment status include USN, USNR, USNR-R, other Department of Defense

personnel, Navy federal civil servants, contractors, Foreign Military Exchange personnel, and foreign civilians.)

3. DUTY STATUS (On- or off-duty) and UIC (if different from reporting activity). (If the mishap involves injuries to people from different commands, specify the UIC of each individual.) CREW POSITIONS - LCAC ONLY.

4. SPECIFIC JOB OR ACTIVITY INDIVIDUAL ENGAGED IN AT TIME OF MISHAP (For example, conducting planned maintenance (PMS), standing watch, loading stores, training, and boat crew.)

5. NUMBER OF MONTHS EXPERIENCE AT THE JOB OR ACTIVITY (in paragraph 4)

6. MEDICAL DIAGNOSIS (Include parts of body and type of injury.)

7. EXTENT OF INJURIES AND PROGNOSIS FOR DISABILITY (Specify extent of injuries and outlook; for example, permanent partial disability or no disability likely.)

8. ESTIMATE OF LOST TIME

A. TOTAL NUMBER OF DAYS AWAY FROM JOB (Lost work days)/DAYS LOST BEFORE PERMANENT LOSS TO COMMAND

B. DAYS IN HOSPITAL OR SICK BAY

C. DAYS OF LIGHT OR LIMITED DUTY

DELTA: NARRATIVE (PRIVILEGED - CONTAINS THE COMMAND'S DELIBERATIVE EVALUATION.)

1. CHAIN OF EVENTS LEADING UP TO, THROUGH AND SUBSEQUENT TO MISHAP (Explain the "who, what, where, why, when, and how" of the mishap. Give the class (A, B, C, or D) of any fires. Include the source and how the fire was extinguished. If a flooding mishap, give the source of the flooding and de-watering technique. If a collision, give estimates of damage and identify ships involved. If a chemical or toxic exposure, try to identify the chemical or material involved, the amount or concentration, and length of exposure. For LCACs, discuss other embarked personnel, injured non-occupants, craft mission and evolution leading to the mishap, and payload involvement. If an electric shock, give the primary and alternate power sources and the voltage (AC or DC). If personal protective equipment (PPE) was required, was it worn? Was it effective? Evaluate the effectiveness of damage control equipment and procedures. Which one of the causes in paragraph DELTA 2 is believed to be the root (or primary) cause of this mishap?

2. CAUSES OF THE MISHAP (State each cause of damage and injury with a short (less than 100 characters) rationale. The rationale is critical to identifying the cause because it links it to "who" or "what" was involved. Causes should be one of the four major categories listed below, with subcategories as listed. Omit those categories and subcategories that don't apply and include as many causes in each category you determine apply.) In

paragraph DELTA 1, chain of events leading up to, through, and after the mishap, identify which of the causes you determine to be the root (or primary) cause of this mishap.

A. HUMAN FACTORS (PERSONNEL ERROR): Consider human involvement in the events leading up to a mishap, actions taken as the mishap is occurring, and actions taken after the mishap occurred. For mishaps involving personnel error, state each cause with a brief explanation in one of the subcategories listed below.

(1) UNSAFE ACTS

(A) ERRORS (Mistakes or unintentional acts)

(B) VIOLATIONS (Deliberate behavior that breaks established rules)

(2) UNSAFE SUPERVISION

(A) INADEQUATE (Unintentional mistakes or failures by supervisors including the supervisor's absence)

(B) VIOLATIONS (Deliberate rule breaking or disregard of authority by supervisors)

(3) UNSAFE CREW CONDITIONS

(A) ADVERSE PHYSIOLOGICAL STATE (For example, physical fatigue, illness, intoxication, and obesity)

(B) ADVERSE MENTAL STATE (For example, overconfidence, complacency, sleep loss, mental fatigue, and stress)

(C) CREW RESOURCE MANAGEMENT (Poor team coordination or ineffective communications)

(4) ORGANIZATIONAL INFLUENCE

(A) EXTERNAL (Factors controlled by sources outside the ship)

(B) INTERNAL (Factors controlled by the commanding officer (or below) such as watchbill assignments) Example: human factor, unsafe act, error. MS3 failed to tag out griddle.

B. PROCEDURAL FACTORS: Consider the possible effect of regulations, operations, and processes from all levels in the chain of command. Remember that a person not following written procedures is a human factor, not a procedural factor. Procedures and policies published by higher authority such as PMS, technical manuals, naval warfare publications (NWPs), navy tactical publications (NTPs), U.S. Navy Diving Manual, operational orders (OPORDs), ordnance publications (OPs), the safe engineering and operations of

LCAC (SEAOPS) manual, and the commanding officer's standing orders may contain procedural errors.

(1) TOO COMPLEX (For example, the average sailor can't follow the written procedures because he or she can't understand or follow them):

(2) NOT AVAILABLE (For example, written procedures don't exist or have not been received):

(3) INCORRECT

(A) NOT VALIDATED FOR SHIP OR EQUIPMENT

(B) NOT UPDATED (Although the written procedures were correct in the past, modifications or alterations to the ship or equipment require changes to the procedures)

(C) STEP MISSING OR OUT OF SEQUENCE Example: procedural factor, incorrect, not updated. due to modifications, tech manual procedures for disconnecting hydraulic hoses were incorrect.

C. MATERIAL FACTORS: Consider all material failures and malfunctions thoroughly, despite whether the failures or malfunctions occurred because of normal or abnormal means. This category includes failure due to improper repair or normal wear and tear.

(1) UNAUTHORIZED (For example, alterations made to the ship or equipment without authority):

(2) SAFETIES/GUARDS FAILED:

(3) CONDITION (FOR EXAMPLE, RUST OR CORROSION):

(4) INAPPROPRIATE FOR USE (For example, off-the-shelf purchases that don't work)

(5) INSTALLATION/REPAIR FAULTY

(6) DEFECTIVE

(7) NORMAL WEAR AND TEAR (Normally, wear and tear is not a reportable mishap. However, the investigation may lead to this cause and is worth reporting.): Example: material/equipment factor, safeties/guards failed. Lube oil relief valve failed to open.

d. DESIGN FACTORS: Consider whether a design defect caused the mishap.

(1) HAZARD TO PERSONNEL (For example, anything involving design creating a hazard to personnel):

(2) HAZARD TO EQUIPMENT (For example, design that causes damage to equipment):

(3) MAINTAINABILITY (For example, the design makes it so difficult to accomplish the maintenance that it isn't completed or sailors are injured while doing the maintenance): Example: design factor, maintainability. Eye wash station was OOC because its location prohibited timely PMS.

3. RECOMMENDATIONS OR ACTION TAKEN TO PREVENT RECURRENCE.//
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